

STATE OF COLORADO

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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

Qualified Medication Administration Person (QMAP) Program Update, January, 2014

This document is provided as an update and clarification for QMAP students and employers.

1. "Qualified medication administration staff member" or "QMAP" means a person who has passed the department's competency evaluation and is trained and employed by a facility on a full or part-time basis to provide direct care service including medication. To pass the written exam, students are required to score a minimum of 85 percent; for the hands-on practicum administered by the instructor, students must score 100 percent. **Chapter XXIV paragraph 2.4**
2. Any individual may take the QMAP course and test provided he/she meets the following criteria:
 - A. Students must read, write, speak and understand the English language. Interpreters are NOT allowed in the class or in the testing area.
 - B. Students must have basic math skills: addition, subtraction, multiplication and division.
 - C. Students must present at least one original, current acceptable form of photo identification at the first classroom session. If not provided, the student will be asked to leave. Acceptable original and current forms of identification are (1) Current Colorado driver's license; (2) Current Colorado non-driver identification card; (3) Current U.S. federal, state or local government-issued identification (including military); (4) Current tribal enrollment card with photo or other form of photo tribal identification; (5) Current passport, or (6) Current student identification. "Original" means the initial document issued to the registrant. This document may not be a photocopy or other reproduction of the original. "Current" means the document has not expired; student identification must be valid for current school term.
3. To register for a QMAP class, visit our website at <http://www.healthfacilities.info> for the most current schedule and list of instructors. Click on the **QMAP** tab. Select the **Register for a Class/Instructor information** tab. Click on "Schedule" to find the class schedule or select "list of Instructors" to locate an instructor in your area. The schedule is updated weekly. Please contact the instructor directly to register for a class and/or testing.
4. Students are strongly encouraged to become familiar with the study materials prior to attending the class by visiting the QMAP web page <http://www.colorado.gov/cs/Satellite/CDPHE-HF/CBON/1251583470236#tabs-3> and downloading (a) the student syllabus and (b) Medication Administration Advance Study Sheet. A medication administration video is also available for viewing. All of these tools will help students be successful in the course.
5. As with any training, be well rested prior to the QMAP class. Overnight shift work is not recommended prior to the class and/or test; it strains one's ability to learn and test well.
6. All QMAP's must re-qualify every five years by successfully passing the written test and hands on practicum. Qualified medication managers (QMAPs appointed by employer and filling medication reminder

boxes) must re-test every 4 years. When re-testing, students have the option of skipping the classroom instruction and taking the "exams only portion", with employer permission. Passing scores remain the same: students must score at least 85 percent on the written exam and must score 100 percent on the instructor administered hands-on practicum. Anyone retesting who fails either the written or hands-on testing must re-take the entire course and pay the entire fee.

7. Employers must conduct a criminal background check on all potential QMAPs prior to allowing medication administration by the QMAP employee.
8. On-the-job training from the employer is required for all QMAPs, followed by an employer-administered competency evaluation. The employer is required to evaluate, document, and score each QMAPs competency using a check off-sheet, which is attached to this document. (You may also contact Val Peake, QMAP Program Coordinator, Veldine.Peake@state.co.us and request a copy of the check-off sheet.) Successful completion of this competency evaluation must be documented in each QMAP's permanent personnel file. **Chapter XXIV paragraph 4.3 (A).**
9. **Effective July 1, 2014**, the Colorado Department of Public Health and Environment will no longer issue recognition of completion documents for persons who have completed the QMAP training and passed the test for a Qualified Medication Administration Person. Anyone wishing to verify a current Qualified Medication Administration Person (QMAP) can do so online at <https://www.hfemsd2.dphe.state.co.us/qmapsearch/qmapsearch.aspx>. Follow the instructions there on how to conduct a name search. The search will only return information about QMAPs with current qualifications in good standing. If you need additional information or cannot locate the person you are looking for please contact Val Peake at 303-692-6210 or via email veldine.peake@state.co.us.

Please note: The QMAP I.D. is the last four digits of the QMAP's social security number.

Medication Administration Person (QMAP) on-line Verification - Windows Internet Explorer

https://www.hfemsd2.dphe.state.co.us/qmapsearch/qmapsearch.aspx

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Medication Administration Person (QMAP) on-line Verif...

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Colorado Colorado Qualified Medication Administration Persons (QMAP) On-line Verification
Monday, January 06, 2014 8:44 AM

Welcome to the HFEMSD Qualified Medication Administration Person (QMAP) on-line verification page. This automated system is intended to verify medication administration personnel who have attended training and/or passed a competency evaluation and have retested in accordance with program requirements. The Department does not certify or license persons for the provision of medication administration.

Training and competency evaluations are required prior to administering medications as allowed under part 3 of 25-1.5, CRS. Please note QMAPs may only provide medication administration assistance in a limited number of facility types as allowed under the existing statute. These facilities are ultimately responsible for the on-site training, supervision, and provision of appropriate care and services by QMAPs. You may obtain more information at: <http://www.cdphe.state.co.us/hf/medadmin/index.html>

Please keep in mind the online verification is updated every Friday evening.

You can search by any of the following criteria, separately or in combination: Students first name, Students last name, or Students QMAP ID (the number provided by the student at the time of testing.) The search will only return information about QMAPs in good standing and have kept their qualification current. Please keep in mind it is possible for several people to share the same name. The return of several names can be minimized by entering complete information into all search fields. If you need additional information or cannot locate the person you are looking for please contact Val Peake at 303-692-6210 or via email veldine.peake@state.co.us.

Enter at least the first 2 letters of the last name or the last 4 numbers for the QMAP ID and click on the start search button.

Last Name:

First Name:

Last 4 numbers QMAP ID:

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"On the Job" Competency Check-off Sheet for Administering Medications

Name: _____

Date(s): _____

During the "on the job" competency evaluation, the QMAP **MUST** demonstrate **ALL** of the following to achieve 100% competency.

Indicate successful completion with a checkmark in each box provided.

- ☐ 1. Washes/gloves hands. Appropriately demonstrates when hands are washed or gloved.
- ☐ 2. Checks the medication three (3) times during preparation.
- ☐ 3. Correctly states how to identify the right client.
- ☐ 4. Explains the procedure to the client.
- ☐ 5. Uses the six (6) rights.
- ☐ 6. Documents regularly scheduled medication.
- ☐ 7. Documents PRN medication.
- ☐ 8. Checks MRB for cleanliness and repair.
- ☐ 9. Documents MRB filled.
- ☐ 10. Looks up a drug before administration (optional)
- ☐ 11. Wears gloves when administering medications that could come into contact with body fluids and mucous membranes by all routes.

As different routes of administering medication are evaluated, the QMAP must include the following key points to achieve 100% competency.

- 12. Pills – oral
 - ☐ Client positioned upright (standing or sitting)
 - ☐ Accuracy when one (1) pill is the correct dose
 - ☐ Accuracy when calculation of other than one (1) pill is correct dose
- 13. Liquid – oral, pours amount accurately
 - ☐ Shakes bottle before pouring if it is a suspension
 - ☐ Label is toward palm surface when pouring
 - ☐ Bottle cap placed with open side upward
- 14. Sublingual
 - ☐ Correct placement of pill
 - ☐ Instructs client not to chew the tab
 - ☐ Nitroglycerin – can give up to 3 pills, each 5 minutes apart
- 15. Ear drops
 - ☐ Correct ear (i.e., knows right from left)
 - ☐ Positions head correctly
 - ☐ Correct number of drops
- 16. Eye drops
 - ☐ Retracts lower lid to make pocket or holds open both upper and lower lids
 - ☐ Correct eye (i.e., knows right from left)
 - ☐ Placement of drops
 - ☐ Correct number of drops
- 17. Eye ointment
 - ☐ Retracts lower lid to make pocket
 - ☐ Correct eye (i.e., knows right from left)
 - ☐ Placement of ribbon of medication

- 18. Topical lotions and crèmes
 - ☐ Use of gloves as appropriate
 - ☐ Correct body location
- 19. Nasal spray or drops
 - ☐ Proper positioning
 - ☐ Gives cues to client to breathe in with the spray
 - ☐ Correct number of drops or puffs of spray
- 20. Inhaler
 - ☐ Shakes container before using
 - ☐ Indicates when test spray is needed
 - ☐ Placement
 - ☐ Gives cues to client on breathing in and holding breath
 - ☐ Correct number of puffs
- 21. Transdermal patches
 - ☐ Privacy of client
 - ☐ Removal of old patch
 - ☐ Appropriate location
 - ☐ Skin preparation
 - ☐ Correct application
- 22. Fill a Medication Reminder Box (MRB)
 - ☐ Cross-checks MAR with doctor's order sheet and MRB label with MAR
 - ☐ Proceeds in organized manner
 - ☐ Uses tweezers/gloves to handle medications
 - ☐ Correct ordered medication in each time slot
 - ☐ Correct number of medications for each administration time

Verbal explanation/demonstration from the QMAP without direction or assistance from the evaluator is allowed **only** for 23 and 24.

- 23. Rectal suppository: supervision on the job for safe performance
 - ☐ Privacy of client
 - ☐ Placement of client on left side if possible
 - ☐ Use of lubricant
 - ☐ Insertion of suppository 2-3 inches
- 24. Vaginal suppository: supervision on the job for safe performance
 - ☐ Privacy of client
 - ☐ Placement of client on back with knees bent
 - ☐ Insertion of suppository 2-3 inches

COMMENTS: _____

Evaluator name and title: